CHECKLIST FOR CHAPTER 11 CASE

| _ *Filing fee of \$830.00 |
|--|
| Is check signed? Have you authorized us to charge this to your credit card? |
| Check must be drawn on attorney's trust account, a cashier's check, a certified check, or a |
| money order. (See local rule 4 (a)(3)). A debtor's check will not be accepted. |
| OR |
| _ *Application and Order for Installment Payments <u>AND</u> Attorney Disclosure of |
| Compensation. Only individual debtors may pay in installments. A petition for installment |
| payments will not be accepted if the attorney has accepted any money from the client which is not submitted to the court towards the filing fee. (BR 1006) |
| is not submitted to the court towards the fining fee. (BR 1000) |
| _ *Petition (Original and 5) |
| Is the petition signed by the attorney and is the attorney's p-number listed? |
| Is the petition verified by debtor(s)? The declaration under penalty of perjury must be |
| signed by the debtor(s). |
| Does the petition state the street address of the debtor(s)? |
| Does petition state SS # or EIN # and chapter of the case? |
| _ *Exhibit A - (corporate chapter 11 only). Please attach an Exhibit A to original petition |
| and <u>each</u> copy. |
| _ *List of all creditors. (Original and 5) Only required if petition is filed without |
| schedules. 6 additional copies of the matrix may be used for this requirement. Please |
| attach a list of all creditors to original petition and each copy. |
| |
| *Mailing matrix (No copies needed) plus verification form. |
| Have we given the court an original typed matrix. |
| Does the matrix conform to the Exhibit 2 in the Local Rules? |
| Are all priority, secured and unsecured creditors listed? |
| Is matrix verified? |
| *Pre-filing Notice (Original + 5) In individual consumer cases only. Please attach a |
| pre-filing notice to original petition and <u>each</u> copy. |
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| Order and Notice of Stay - You do not need to send us this form. Request the order in your cover letter and send us a stamped, self-addressed envelope. There is no charge for an order |
| and notice of stay, but there is a charge of \$2.00 for an order of relief. |
| and notice of stay, out there is a charge of \$2.00 for all order of feller. |
| *List of 20 largest unsecured creditors excluding insiders (Original plus 5) |
| |

Note that the Schedules of Assets and Liabilities (schedules A thru J) and Statement of Affairs do not have to be filed with the petition. They must be verified by the debtor(s) whenever they are filed. Schedules and Statement of Affairs must be filed within 15 days of filing petition. Chapter 11 Disclosure Statement and Plan are due 120 after Order for Relief.

^{*} These documents are required to be filed with the petition.